FORM **FLIC**
(12-05-94)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS

(Source: E.D. Tabs - Federal Libraries and Information Centers in the United States: 1994)

FEDERAL LIBRARIES AND INFORMATION CENTERS SURVEY
Fiscal Year ending September 30, 1994

Please read the accompanying instructions before completing this survey form. Report exact data or estimates for the library or information center listed in the address label and for any other domestic libraries, information centers, or branch locations that it operates. Please provide a list of these locations in Part A, Item 2 on page 2. Exclude foreign branch operations and all other entities located outside the United States.

Please correct any errors in the name, address, and ZIP Code.

If there are any questions about this form, contact Carrol Kindel, NCES, at (202) 219-1371
or
Bureau of the Census representative at (301) 457-1566 or (800) 451-6236
or
Jeffersonville, Indiana representative at (800) 972-5650 FAX (812) 288-3494

Date due: March 3, 1995

RETURN TO: U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Governments Division
ATTN: Patricia Garner
Washington Plaza II, Room 508
Washington, DC 20233-6800

1. Name of respondent	2. Title of respondent	3. Telephone (Area code, number, ext.)
4. U.S. Federal Government Department	5. U.S. Federal Government Agency	6. Fax Telephone (Area code, number, ext.)

PURPOSE OF THE SURVEY

The National Center for Education Statistics (NCES) is collecting these data to update Federal library and information center statistics, last collected in 1978, by getting current, up-to-date detailed data on library and information services in the Federal Government during 1994. This is to be a comprehensive survey dealing with the full range of functions, sources, services, staff, and expenditures of Federal libraries and information centers that serve their Federal agencies by providing library-type services. Need for current data is critical at this time because of the changing character of libraries and information services under the impetus of technological innovation with resulting changes in responsibilities of information professionals and support staff.

USES OF DATA

Collection of these data over time will enable effective planning for the development and use of Federal library and

information center resources. The data will be used to support assessment of Federal libraries and information centers by providing descriptive information and by obtaining information on identified policy issues. The data are also needed to provide a basis for comparisons and for trend analysis. Finally, the survey results will help determine the status of Federal library and information center operations and of the professions represented in them.

WHO SHOULD RESPOND

	Yes	No

1. Is your facility thought of as either a library[1] or an information center[2]? (Do not answer 'Yes' if you are a public affairs office, an agency locator service, a records management facility, a publications distribution facility, or a computer center.)

2. Is your facility staffed with at least one paid part-time or full-time librarian, technical information specialist, library technician, archivist, or other trained person **whose principal function is to assist others in meeting their information needs?**

3. Is your facility **either**: a) considered to be a Federal Government operation **or** b) receiving a majority (at least half) of its funding from Federal appropriations? (Check 'yes' if either a or b is true.)

4. Does your facility **either** support the information needs of a Federal agency **or** supply information as part of the agency's mission?

NOTE: For the purposes of this survey, a facility is included whether it is open to the public or not.
_____

[1]For the purposes of this survey, a **library** is an organization that includes among its functions the following: selection, acquisition, organization, preservation, retrieval, and provision of access to information resources.

[2]For the purposes of this survey, an **information center** is an organization that performs the function of linking requestors with appropriate information resources through established mechanisms, such as database searching, providing referrals, answering specific questions, or by other means.

Complete this survey and continue below if you answered 'Yes' to ALL the above questions.

If you answered 'No' to ANY of the above questions, STOP HERE and return this form to the address shown on page 1.

Part A - ORGANIZATION AND STRUCTURE

1. Check the box which best describes your library/information center. *(See Instructions.)*

MARK (X) ONLY ONE BOX.

1 Autonomous library/information center

2 Headquarters or central/main library/information center

	(List other locations included in this report below.)
	3 Branch or nonautonomous library/information center
	(Reporting independently.)

2. If your unit is a headquarters or central/main library information center, identify the subordinate entities or branches included in this report. *(Attach additional pages if necessary.)*

Line No.	Name (1)	Address (2)	City (3)	State (4)	ZIP Code (5)
01					
02					
03					
04					
05					
06					

3. Specify the primary nature of the organizational component to which your unit reports.

   MARK (X) ONLY ONE BOX.

1 Library/information center

2 Administrative

3 Computer technology/Information

   Resources Management

4 Education

5 Legal

6 Research/technical

7 Other -- Specify --

_____

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Part B - MISSION AND CLIENTELE, FISCAL YEAR 1994

1. Check the box which most closely resembles your mission and subject area. *(See Instructions.)*

   MARK (X) ONLY ONE BOX.

1 Presidential

2 National

3 Academic

4 Engineering and science

5 General (exclude hospital and penal)

6 Health and medicine

7 Hospital (patient's)

8 Law

9 Multi-type

10 Penal

11 Special (excluding engineering and science, health and medicine, and law)

12 Training center and/or instructional

   (technical) school

2. Check all boxes which best describe your users (clientele).

1 Agency staff

MARK (X) ALL THAT APPLY.

2 Other Federal staff

3 Other government (state, local, international)

4 Targeted populations (e.g., specialized professionals, military dependents, hospital patients)

5 General public

6 Commercial entities (e.g., business, industry)

7 Other -- Specify --

_____
_

Part C - FACILITIES, FISCAL YEAR 1994

1. Show in square feet the net area assigned to library/information center purposes in all facilities.

Square Feet

1. **Check the classification system used for classifying all or most of new acquisitions in the fiscal year 1994.**

   MARK (X) ONLY ONE BOX.

   ₁ Library of Congress

   ₂ Dewey Decimal Classification

   ₃ National Library of Medicine

   ₄ Superintendent of Documents
      Classification

   ₅ Materials not classified

   ₆ Other -- Specify --

   _____
   _

2. **Does your library/information center serve as a Government depository? If yes, also indicate whether the service is full or selective.**

   ₁ Yes -----→   ₐ   Full

                  ᵦ   Selective

   ₂ No

2. **Show the total numbers held in collections at the end of the fiscal year.** *Do not leave blank--enter Ø, NA (not applicable), or U/A (unavailable).*

Line No.	Category	Total Number Held at End of Fiscal Year		
		Print (1)	Microform (2)	Electronic (3)
01	**Books** VOLUMES OR VOLUME EQUIVALENT			
02	TITLES			
03	**Periodicals** VOLUMES OR VOLUME EQUIVALENT			
04	NONCURRENT TITLES			
05	CURRENT SUBSCRIPTIONS (Purchased and nonpurchased--exclude loose leaf)			
06	CURRENT LOOSE-LEAF SUBSCRIPTIONS			
07	**Government documents or non-Government reports** (Not reported elsewhere) NUMBER			

08	**Other materials** (Include manuscripts, cartographic materials, and others) UNITS			
09	**Audiovisual materials** (Include graphic materials, sound recordings, motion pictures, and video recordings) (Exclude computer/electronic media files or printed material photographically reduced in microfilm and special format materials) UNITS			
10	**Special format materials** (For individuals unable to read standard print; e.g., braille, recordings, large print, electronic) (Exclude from line 09) UNITS			

Part E - SERVICE ACTIVITIES, FISCAL YEAR 1994

Section 1 - HOURS OF SERVICE AND GATE COUNT

1. Are services available to the general public?

1 Yes

2 No

2. How many total hours is your library or information center open *per typical week* (use whole hours) under staff supervision?

Hours

3. What is your gate count *per typical week* within fiscal year 1994?

Gate count

Section 2 - REFERENCE AND OTHER SERVICES

1. Check all appropriate ways reference services are provided.

   MARK (X) ALL THAT APPLY.

1 By staff

2 Contracted services

3 Services provided by parent or other Government agency library

4 Other -- Specify --

_____
_

5 None

2. Show the number of requests or searches *per typical week*: Note: Exclude OPAC from lines 01 through 05.
Do not leave blank--enter Ø, NA (not applicable), or U/A (unavailable).

Line No.	For	Total Number Requests or Searches
01	Directional/ready reference requests	
02	Substantive reference requests	
03	On-line searches	
04	CD-ROM searches	
05	Internet searches	
06	OPAC and other in-house database searches	

Section 3 - PHOTOCOPYING TRANSACTIONS			
1. Check whether or not on-site photocopy machines are available to the following users. If 'yes', check the '$' box if charges are applied.	YES (1)	NO (2)	$ (3)
a. Primary clientele			
b. Other users			
2. Show the number of photocopy exposures made for users by staff or contractors (include routing tables of contents and overnight services) *per typical week.*	Number		

Part E - SERVICE ACTIVITIES, FISCAL YEAR 1994 - *Continued*
Section 4 - LOAN TRANSACTIONS, FISCAL YEAR 1994

1. Show the number of transactions made in direct circulation of materials to users (include routing of periodicals to users outside library/information center; i.e., number of people on routing list).	Number
2. Show the total number of interlibrary loan requests received (borrowed) from other libraries.	Number

3. Check all ways interlibrary loan requests are received (borrowed) from other libraries.

   MARK (X) ALL THAT APPLY.

  1 Phone

  2 Mail

  3 Fax

  4 Electronic networks

  5 OCLC

  6 Special database (i.e., DOCLINE or VALNET)

  7 In Person

  8 Other -- Specify --

     _____

  9 None

3. Show the total number of interlibrary loan requests filled (sent out).	Number

5. Check all ways interlibrary loan requests are filled (sent out).

MARK (X) ALL THAT APPLY.

1 Phone

2 Mail

3 Fax

4 Electronic networks

5 Special database (i.e., DOCLINE or VALNET)

6 In Person

7 Other -- Specify --

_____

8 None

6. Does your library/information center charge for providing interlibrary loan materials to:

Mark 'yes' if you ever charge; mark 'no' if you never charge.

a. Primary clientele

1 Yes   2 No

b. Other libraries

1 Yes   2 No

c. Other individuals or organizations

1 Yes   2 No

Section 5 - OTHER SERVICES, FISCAL YEAR 1994

1. Check whether or not you perform each of the following services. *If 'yes', check the '$' box if you charge to any user groups.*

Line No.	Services	YES (1)	NO (2)	$ (3)
01	Centralized technical services			
02	Prepares published bibliographies			
03	Produces other publications			
04	Produces on-line or CD-ROM databases			
05	Translations			
06	Selective Dissemination of Information (SDI)			
07	Outreach services			
08	Professional consultation			

Part F - AUTOMATION AND TELECOMMUNICATIONS, FISCAL YEAR 1994

1. **Check when the following functions were automated in your library/information center either through in-house development, a bibliographic utility (e.g., OCLC and RLIN), or a vendor system.**

Line No.	Function	Automated before 1991 (1)	Automated since 1991 (2)	Automation Under Development (3)	Not Automated (4)	Not Performed (5)
01	On-line Public Access Catalog (OPAC)					
02	Acquisitions					
03	Cataloging					
04	Authority file control					
05	Interlibrary loan					
06	Circulation					
07	Serials control					
08	Other -- Specify --					

2. **Check all of the technology available to any staff and/or users in your library/information center.**

   MARK (X) ALL THAT APPLY.

   1 Electronic mail (Email)

   2 FAX

   3 Local Area Network (LAN)

   4 Wide Area Network (WAN)

   5 INTERNET

   6 Client/Server Interfaces (e.g., Gopher, WAIS)

   7 Magnetic tape

   8 CD-ROM

   9 WORM

   10 Other -- Specify --

   _____
   ____

   11 None

1. Check all of the groups in which your library/information center participates.

MARK (X) ALL THAT APPLY.

1 FEDLINK (Federal Library and Information Network)

2 Agency administrative networks

3 Local and regional cooperatives (include metropolitan, intrastate, and statewide cooperatives)

4 Interstate and national cooperatives

5 Bibliographic service centers

6 Bibliographic utilities

7 Centralized processing centers

8 Cooperative collection resource facilities

9 Union catalog or union list other than a national union catalog or list, but including a regional or special catalog or list that may also report nationally

10 Other -- Specify --

_____
____

11 None

Part H - EXPENDITURES, FISCAL YEAR 1994

1. Report your OPERATING EXPENDITURES from all sources. *Note: Do not report the same expenditures more than once.*

Line No.	Purpose	Amount (Whole dollars)
01	Salaries and Wages (include benefits)	$
02	Collection Resources	$
03	All Other Operating Expenditures	$

2. Report your CAPITAL EXPENDITURES.

Line No.	Purpose	Amount (Whole dollars)
01	Capital expenditures (include nonrecurring expenditures for the acquisition of or additions to fixed assets exclusive of above)	$

Part I - BUDGETED STAFF, FISCAL YEAR 1994

1. Show the number of paid full-time equivalent (FTE) employees in filled positions (excluding building maintenance, volunteers, and contract staff), including Federal and non-Federal staff, assigned military personnel, and trust fund employees as of the end of fiscal year 1994.

Line No.	GS Rating (or equivalent)	Number of FTE Employees
01	GS 1-8	
02	GS 9-12	
03	GS 13-15	
04	Above GS 15	

2. Show the number of on-site contract staff in full-time equivalents (FTE) positions as of the end of fiscal year 1994.

Line No.	GS Rating (or equivalent)	Number of FTE Employees
01	Contract staff on site (include cooperative and interagency agreements)	

Part J - TRENDS

1. Identify the level of significance each issue is anticipated to have *in the next 5 years*.

Line No.	Issue	High (1)	Medium (2)	Low or None (3)
01	Quality of space			
02	Quantity of space			
03	Reductions in staff size			
04	Increased demand for services			
05	Funding available for acquisition of materials			
06	Cost of interlibrary loan/document delivery service			
07	Ability to provide the level of service expected by clients			
08	Ability to provide clients access to electronic resources			
09	Ability to fund continued automation activities			

10	Ability to fund staff development activities			
11	Continued existence of the library/information center			
12	Contracting of more services			
13	Implementation of technological advances			
14	Charging for services to the public			

Part J - TRENDS -- *Continued*

2. Indicate whether each item below has significantly changed over the *last 3 years*. Check "significant increase" or "significant decrease" if the change has been greater than 10 percent over the last 3 years. Check "same" if the change has been less than 10 percent over the last 3 years. If the element does not apply to your situation, select "not applicable."

Line No.	Element	Significant Increase (1)	Same (2)	Significant Decrease (3)	Not Applicable (4)
	Funding				
01	Federally appropriated funds				
02	Federal, nonappropriated				
03	Other funds				
	Allocated Federal Positions (FTE'S)				
04	Management/supervisory positions (FTE's)				
05	Professional positions (FTE's)				
06	Technicians and support staff positions (FTE's)				
07	**Library hours**				
	Level of Service Offered				
08	Primary clientele				
09	Others				
	Acquisitions				
10	Number of serial subscriptions				
11	Dollars expended for serials				
12	Volumes of monographs purchased				
13	Dollars expended for monographs				
14	Dollars expended for other collections				
15	**Contracting out for projects or functions**				
16	**Charging other libraries for interlibrary loans**				
17	**Charging user fees for other functions or services**				
18	**Staff training/retraining**				

Part K - PRESERVATION

Preservation is defined as the provision of adequate facilities to protect, care for, or maintain collections; it includes specific measures, undertaken individually or collectively to maintain, repair, restore, or protect all materials in whatever form (books, periodicals, manuscripts, artworks, graphics, motion pictures, sound recordings, still photographs, video records, computer tapes and disks, and optical storage media). Maintenance includes binding.

1. How many full-time equivalent employees (professional and nonprofessonal) are engaged in preservation activities?   Number

2. Which of the following have you undertaken or developed?   1   Preservation survey

MARK (X) ALL THAT APPLY.

2	Preservation plan
3	Cooperative preservation activities
4	Disaster plan
5	Physical security plan
6	None

3. What are your *FOUR major* preservation problem areas?

   MARK (X) ONLY FOUR BOXES.

1	Wear and tear to paper materials
2	Wear and tear to bindings
3	Brittle paper
4	Electronic storage
5	Housing
6	Disaster preparedness
7	Environmental conditions
8	Contracting for preservation services
9	Minor in-house repairs
10	Preservation of microforms
11	Collection maintenance
12	Staff and patron education
13	Care/maintenance of nonprint materials
14	Preservation funding
15	None

4. What are your *THREE major* preservation training needs?

    MARK (X) ONLY THREE BOXES.

1   Collection maintenance

2   Disaster planning and recovery

3   Contracting for preservation services

4   Commercial binding

5   Preservation planning

6   Environmental monitoring

7   Microfilming

8   Care of nonprint materials

9   Staff/patron education in care and handling of library materials

10   None

5. Will you support or not support the inclusion of a specific Federal preservation policy in the development of a national preservation policy?

    MARK (X) ONLY ONE BOX.

1   Yes

2   No

Provide remarks concerning the questionnaire and instructions *(reference Part and Item number--attach additional pages if necessary)*:

How many minutes did it take to complete the questionnaire?	Minutes